



Dear Applicant:

Thank you for applying for a position with the Westfield Police Department.

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Saturday, March 10, 2012 at the Westfield High School in the student cafeteria. The Westfield High School is located at 18250 N. Union Street, Westfield, IN 46074.

Applicants must arrive by 8:00 a.m. Tardiness will disqualify you from the process.

The schedule for the written aptitude test is as follows:

15 minutes	Instructions for Study Period
2 hours	Study Period
15 minutes	Break
15 minutes	Check-in for Examination Period
15 minutes	Instructions for Exam
1 ½ hours	Examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

TESTING PROCEDURES

The study session will begin immediately after the instructions have been read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test, which will be administered during the

afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials, and you will not be allowed back until the registration period for the afternoon test.

Applicants will be given a short break after the study session. Snacks will not be provided during the break. You will be required to leave the test room and to provide your own snack.

The afternoon session will begin with the registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and a half (1 ½) hours to complete the written examination.

All questions on the afternoon examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam in the afternoon if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the test site. All necessary materials, including note paper, will be provided to you.

You should not bring cellular phones or other electronic devices into the test room unless absolutely necessary. Any electronic devices brought to the test room will be given to the test monitor until the exam is completed.

Listed below are some tips that might help to make your test date more comfortable and successful:

- 1) Get a good night's rest before the test.
- 2) Arrange for reliable transportation to and from the test site.
- 3) Bring your own snack if one is desired - snacks will not be provided.
- 4) Listen carefully to the monitor's instructions.
- 5) Be certain that you really understand the material in the Study Guide.
- 6) Take your time - there should be plenty of time in both the study session and the test period.
- 7) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 8) If you have trouble with a particular question, skip it and return to it later.
- 9) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 10) Try to relax as much as possible during the test.

Testing will take approximately 4 1/2 hours, so be sure to wear comfortable clothing.

Also, you should bring along picture identification such as a driver's license. **You will be required to show picture identification to the test monitor before leaving the test site.**

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the pre-employment testing procedures, call the Assistant Chief Scott Jordan at (317) 804-3200.

Sincerely,

Westfield Police Department